

Minutes of the Caveland Parent Network

April 15, 2004

Pat Gilmer gave the group suggestions on how to setup, organize and document contacts. The following is a handout explaining the system.

Telephone file:

Could be an address book, Recipe box, or computer.

Telephone log

Keep a log of who you speak to and what the call is about. Helpful to you and good documentation for funding

Card Catalog of information about each parent can be kept in a recipe box using index cards.

File System:

This file system includes information, brochures on agencies. Information on agencies can also be found on the Caveland website.

Categories for file system are:

- State agencies and services

- National Organizations

- Regulations and legal (i.e. Due Process, legislative action)

- Disabilities

- Supports (i.e. Therapy, behavior, diets, stress, medications, computer)

- Training's

- Materials for handouts.

Library:

Books; video's and newsletters

Some of the newsletters suggested were from national organizations such as The Brain Connection, Pacesetter from the PACER organization, The Computer Monitor, and Planfacts.

Pat also mentioned the importance of confidentiality. She also stated that parents need to know whatever is said will not be shared with anyone else unless they give their permission to do so.

Greg Hudson suggested that a meeting with the Special Education Director and the teachers might be a way to let the District know what the Parent Network's goals and activities are. Their feedback would be helpful in designing training's and programs for parents in the district. Greg also suggested speaking to community groups, especially the Family Resource Centers, to introduce the new organization.

Another suggestion was to offer Due Process training (the IEP, Least Restrictive Environment, Parents Rights and Responsibilities, Transition, and others.) in the different school districts represented by the Parent Network Committee.

Pam Coe offered to post on the Caveland webpage on the Parent Page, any books or links that we would like to share with others.

The group decided to send out a newsletter announcing the Parent Network with a picture of each representative and a short paragraph to introduce each one. Everyone should get Pam: information about yourself to share with parents, a picture in digital format (or come by the Caveland office to have one taken), the number of newsletters you will need for your district.

During the next month we will be making a list of web sites that we can share with the entire Parent Network.

It was decided that the next meeting would be on May 20, 2004 at 5:00 at the Caveland Center.